

STATEMENT OF PURPOSE SUMMARY EXPLANATION

Subject: Policy revisions to the Family Services Policy and Procedures (FSPP) Manual and the Family Services Forms (FSF) Manual. The revisions cover the following five areas: (1) Approval Not to Defend a True Child Maltreatment Determination, (2) Incident Reporting of a Child Death, (3) Local Cash Account Guidelines (PUB-384), (4) Child Protective Services: A Caretaker's Guide (PUB-52), and (5) Child Maltreatment Assessment Determination (CFS-312).

- (1) Policy revisions pertaining to approval not to defend a true child maltreatment report are located at II-E5, II-E6, IX-A2, IX-A4, and CFS-346. The revisions reflect procedures necessary to document investigative determinations in CHRIS and determine steps to take if a true finding of child maltreatment will not be defended by the agency. The CFS-346 is a new form developed to document the Division's decision not to defend a true child maltreatment determination.
- (2) Revisions pertaining to incident reporting of a child death are located at IX-B and IX-B1. The revisions note the Division's responsibility to follow departmentally established incident reporting requirements in the event of a death of a child.
- (3) Revisions pertaining to Local Cash Account Guidelines are located at V-C1, V-C2 and PUB-384. The primary revisions to PUB-384 reflect the new AASIS fund center codes, distinguish the role of the DCFS County Supervisor and DCO County Administrator in administering the local cash account, and lists qualified Title IV-E purchases for foster children. The procedures have been revised to reference PUB-384.
- (4) PUB-52 has been revised to inform a parent, who is not the subject of the report, to state their legal relationship to a child when requesting a copy of the child maltreatment report. Also, added a definition for "subject of the report", and added clarifying language pertaining to the time frame for requesting unsubstantiated child maltreatment reports.
- (5) CFS-312 has been revised to inform employees that their employment could be effected if their names are placed in the Central Registry.